

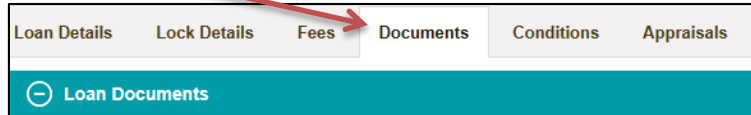
# Confirming Borrower(s) have Acknowledged LE's and CD's

## Initial LE Disclosure Package

1. Locate the loan from the 'My Pipeline' view and **click** on Loan Number

Loan Number	Borrower Name	Purpose	Loan Amount	Loan Status	Lock Status	Lock Expiration D...	Loan Officer	Broker Company Na...	Property Address...	Actions
611000681	[REDACTED]	Cash Out Refinance	\$453,100.00	In Processing	Locked	09/24/2018	[REDACTED]	[REDACTED]	[REDACTED]	Select Action

2. Then, **click** on the 'Documents' tab



3. Next, **click** on the 'Documents/Disclosure' category

Choose Category	Document Name	Imported Date
Application	<a href="#">Appraisal Delivery Waiver</a>	09/10/2018
Assets		
Compliance	<a href="#">RESPA Package</a>	09/04/2018
Credit		
<b>Documents/Disclosure</b>	<a href="#">Lock Confirmation</a>	09/04/2018
Employment/Income	<a href="#">RESPA Package</a>	09/01/2018
Escrow		
Insurance		
Miscellaneous		
Property		
Underwriting		

Total Items: 4   Page Size: 5   1

4. Then, **click** the 'RESPA Package' link to launch a PDF of the document. If there is no 'RESPA Package' link in the list, the borrower(s) have not acknowledged the disclosures yet

Choose Category	Document Name	Imported Date
Application	<a href="#">Appraisal Delivery Waiver</a>	09/10/2018
Assets		
Compliance	<a href="#">RESPA Package</a>	09/04/2018
Credit		
<b>Documents/Disclosure</b>	<a href="#">Lock Confirmation</a>	09/04/2018
Employment/Income	<a href="#">RESPA Package</a>	09/01/2018
Escrow		
Insurance		
Miscellaneous		
Property		
Underwriting		

Total Items: 4   Page Size: 5   1

5. The 'DocMagic eSign Certificate' will be the **last page of the package** with Signature and Date/Time stamps

DocMagic eSign Certificate						
eSign Id:	38649334	Reference Id:	[REDACTED]	From:	[REDACTED]	Status: Signed
Documents Type:	INITIAL DISCLOSURE	Loan Id:	[REDACTED]	Documents:	8	Signatures: Y
List of Signers						
Name/Email	Signature	Created Date	Started Date	Consented Date	Viewed Date	Completed Date
[REDACTED]	[REDACTED]	09/14/18 12:04:54 PM	09/14/18 01:49:47 PM	09/14/18 01:49:59 PM	09/14/18 01:50:01 PM	09/14/18 01:57:20 PM

## Initial CD and Redisclosed LE's and CD's

1. Locate the loan from the 'My Pipeline' view and **click** on Loan Number

Loan Number	Borrower Name	Purpose	Loan Amount	Loan Status	Lock Status	Lock Expiration D...	Loan Officer	Broker Company Na...	Property Address...	Actions
611000681	[REDACTED]	Cash Out Refinance	\$453,100.00	In Processing	Locked	09/24/2018	[REDACTED]	[REDACTED]	[REDACTED]	Select Action

2. Then, **click** on the 'Documents' tab

Loan Details	Lock Details	Fees	<b>Documents</b>	Conditions	Appraisals
<span>←</span> Loan Documents					

3. Next, **click** on the 'Compliance' category

Choose Category	Document Name	Imported Date
Application	<a href="#">Closing Disclosure</a>	10/24/2018
<b>Compliance</b>	<a href="#">Closing Disclosure</a>	10/17/2018
Credit	<a href="#">Closing Disclosure</a>	10/17/2018
Documents/Disclosure	<a href="#">Closing Disclosure</a>	10/17/2018
Employment/Income	<a href="#">Closing Disclosure</a>	10/17/2018
Escrow	<a href="#">Closing Disclosure</a>	10/17/2018
Insurance	<a href="#">Loan Estimate</a>	10/16/2018
Miscellaneous	<a href="#">Closing Disclosure</a>	10/16/2018
Property	<a href="#">Closing Disclosure</a>	10/16/2018
Underwriting	<a href="#">Loan Estimate</a>	10/16/2018

4. Then, **click** the link to launch a PDF of the 'Closing Disclosure or Loan Estimate' desired

Choose Category	Document Name	Imported Date
Application	<a href="#">Closing Disclosure</a>	10/24/2018
<b>Compliance</b>	<a href="#">Closing Disclosure</a>	10/17/2018
Credit	<a href="#">Closing Disclosure</a>	10/17/2018
Documents/Disclosure	<a href="#">Closing Disclosure</a>	10/17/2018
Employment/Income	<a href="#">Closing Disclosure</a>	10/17/2018
Escrow	<a href="#">Closing Disclosure</a>	10/17/2018
Insurance	<a href="#">Loan Estimate</a>	10/16/2018
Miscellaneous	<a href="#">Closing Disclosure</a>	10/16/2018
Property	<a href="#">Closing Disclosure</a>	10/16/2018
Underwriting	<a href="#">Loan Estimate</a>	10/16/2018

5. **There will be two links in the list for each CD and LE sent.** One will be the unsigned version and the other will be the signed version which includes the 'DocMagic eSign Certificate' appended to the document. If there is no version with the eSign certificate appended, the borrower(s) have not acknowledged the document

DocMagic eSign Certificate						
eSign Id:	38649334	Reference Id:	[REDACTED]	From:	[REDACTED]	Status: Signed
Documents Type:	INITIAL DISCLOSURE	Loan Id:	[REDACTED]	Documents:	8	Signatures: Y
List of Signers						
Name/Email	Signature	Created Date	Started Date	Consented Date	Viewed Date	Completed Date
[REDACTED]	[REDACTED]	09/14/18 12:04:54 PM	09/14/18 01:49:47 PM	09/14/18 01:49:59 PM	09/14/18 01:50:01 PM	09/14/18 01:57:20 PM

**\*The acknowledged documents can take up to 30 minutes to post to MORRIS**

**\*If the PDF doesn't launch when the link is clicked, turn off all 'Pop-up Blockers' and try again**